

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**March 4, 2003**

**FROM: SCOTT O. KONOPASEK  
Registrar of Voters**

**SUBJECT: CLASSIFICATION ACTION**

**RECOMMENDATIONS:**

1. Establish the classification of Assistant Registrar of Voters, Exempt Group, and establish the salary for the new classification as R71 (\$64,730 - \$82,805), as a Minute Order Amendment to the Salary Ordinance.
2. Authorize the addition of one new position classified as Assistant Registrar of Voters, Exempt Group, R71 (\$64,730 - \$82,805), previously approved by the Board on January 29, 2002.

**BACKGROUND INFORMATION:** On January 29 2002, the Board of Supervisors approved a series of 2001-02 budget adjustments recommended by the County Administrative Office. Among these was the approval of an Assistant Registrar of Voters position as a result of problems stemming from the November 6, 2001 election. As a basis for the CAO recommendation, ED/PSG Administration reviewed the administrative staffing structure of ROV and recommended that a position of Assistant Registrar of Voters be added to the organization to reduce the Registrar's current management span of control, thereby permitting greater administrative oversight of the department's functions. Addition of an Assistant Registrar would also enhance the internal career ladder within the department and provide staffing depth for the Registrar's position in case of vacancy. Although the new position was authorized for the Department, it was subject to a salary review by the Human Resources Department (HR). HR has worked with the Department and CAO in realigning managerial responsibilities within the Department based on this new position, and completed a salary survey of like positions in comparable jurisdictions to determine that Range 71 (\$64,730-\$82,805) is warranted. Approval of this action would formally establish the classification and salary for this position and allow the Department to proceed with filling the position.

Fair Labor Standards Act (FLSA) Status of New Class: Exempt.

**REVIEW BY OTHERS:** The proposed action has been reviewed by Human Resources (Linda Matthews, Classification Manager) on February 20, 2003; County Counsel (W. Andrew Hartzell, Deputy County Counsel) on February 20, 2003; and the County Administrative Office (Norm Kanold, Associate Administrative Officer) on February 20, 2003.

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**FINANCIAL IMPACT:** The full year cost of this position including salaries and benefits is \$85,000, and was included in the 2002-03 Budget. Actual costs for the year are estimated to be \$15,000 or less, depending on length of recruitment for the position and actual hire date.

**Cost Reduction Review:** The CAO has reviewed this item and concurs with the staff recommendation in order to provide necessary executive support to the Registrar of Voters for administering departmental operations and related election activity in the County.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Scott O. Konopasek, Registrar of Voters, 387-2083